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SUPERVISOR OF PROCUREMENT

POSITION REFERENCE NUMBER: 10544-115

GENERAL FUNCTION

The Supervisor of Procurement is responsible for strategic sourcing for direct and indirect small to mid-level spend and to identify and achieve cost savings for the University. This position manages the University's purchasing card program and acts as the liaison between the University and its Banker as it relates to the purchasing card program and is responsible for program optimization. This position is responsible for administering the purchasing policy of the University, ensuring compliance with policies and procedures, providing direct support to the organization purchasing cardholder with heavy focus on customer service. This position will supervise the Procurement Administrator.

RESPONSIBILITIES

1. Conduct strategic sourcing events/competitive bidding process, for direct and indirect buys for small to mid-level spend by developing and executing RFx (RFI, RFP, RFQ). Source vendors to ensure the mix of quality, diversity, and service, to best match the needs of the University. Negotiate on behalf of the University, prepare executive level recommendations, and conclude to award contract.
2. Identify potential cost saving opportunities through spend analysis.
3. Establish and incorporate KPIs and SLAs for indirect sourcing events.
4. Conduct diversity spend analysis and prepare reports to be shared with senior management and Board of Trustees.
5. Review and recommend best practices and workflows for a decentralized P2P function.
6. Hold a corporate department purchasing card; make large purchase acquisitions for campus customers as necessary.
7. Responsible for working with University Banker to resolve purchasing card system issues, implementing upgrades and improvements to the purchasing card system.
8. Assist with auditing P-Card statements for Cabinet and Key Personnel to ensure compliance with University policies and procedures.
9. Work with auditors during year-end audit and Senior Director of Internal Audit with any issues that may arise from purchasing card expenditures.
10. Collaborate with Senior Director of Internal Audit to leverage data analysis tool in auditing purchasing card statements effectively and efficiently.
11. Build professional, productive, and effective relationships within the University and external suppliers. This position requires working with teams across the University to further develop internal processes and information systems to aid in decision making.
12. Perform related work as required.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree in Business or related field required.
2. 3+ years of relevant experience.
3. Accepted certifications / accreditations in purchasing preferred (CPP, CPPM)
4. Ability to negotiate effectively with suppliers, customers and colleagues.
5. Working knowledge of procurement systems and purchasing card systems preferred
6. Excellent analytical and problem solving skills
7. Outstanding customer service skills, both internally and externally.
8. Effective communication, interpersonal and presentation skills.
9. Ability to work independently and with personnel from multiple departments, at all levels, to resolve business issues.



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10. Flexible and comfortable with ambiguity and change, (i.e. ability to work through issues to achieve results).
11. Ability to multi-task in an evolving environment.
12. Excellent time management and organizational skills.
13. Meticulous attention to detail.
14. High initiative, self-starter, and team-oriented focus.
15. Ability to appropriately handle sensitive and confidential information.
16. Proficiency in Microsoft Office applications, especially in Excel, Word, and PowerPoint.

OTHER INFORMATION

Exemption Status: **Exempt**

Post Date: **July 17, 2017**

HOW TO APPLY

Submit a letter of interest and an attached resume to jobs@rmu.edu. To ensure proper processing, applicants must use the following subject line format:

First Name Last Name – Position Reference Number

Example: Bob Morris - 123456

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